

# Power Apps & Power Automate

## Introduction

I have developed an **Employee Onboarding Form** using **Power Apps** to streamline the onboarding process for new hires. This custom app automates data collection, ensures accuracy, and improves the overall efficiency of onboarding.

**Database:** Dataverse

**Environment:** Sandbox

## 1. Form Design

Fields Included in the form:

- First Name
- Last Name
- Job Title
- Upload Picture
- Department (Dropdown)
- Manager Name (Populated based on department selection)
- Manager Email (Automatically populated based on the manager's name, retrieved from the Active Directory)
- Start Date
- Phone Number
- Personal Email Address
- Equipment and software needed for position
- Orientation Status (Yes/No)

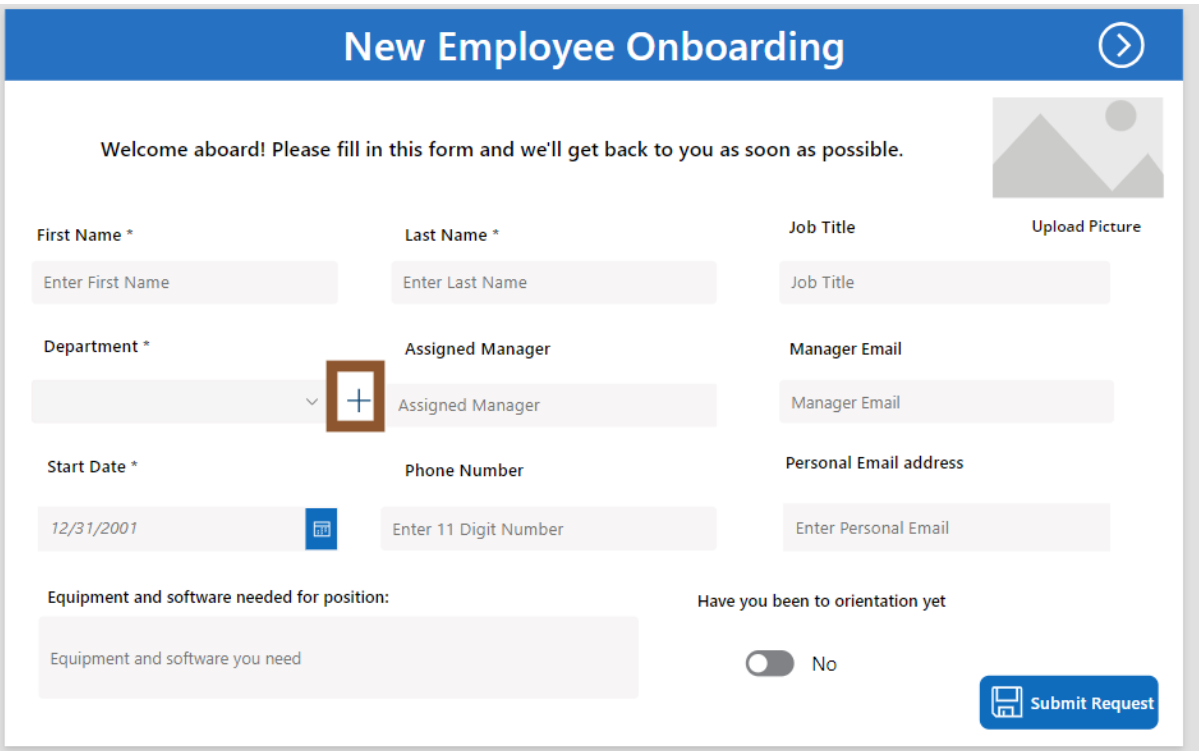
The screenshot displays the 'New Employee Onboarding' form within a Power Apps interface. The form has a blue header bar with the title 'New Employee Onboarding' and a navigation arrow. Below the header, a welcome message reads: 'Welcome aboard! Please fill in this form and we'll get back to you as soon as possible.' The form is organized into several sections with labels and input fields:

- First Name \***: Input field with placeholder 'Enter First Name'.
- Last Name \***: Input field with placeholder 'Enter Last Name'.
- Job Title**: Input field with placeholder 'Job Title'.
- Upload Picture**: A button with a camera icon and a placeholder image.
- Department \***: A dropdown menu with a plus sign icon.
- Assigned Manager**: Input field with placeholder 'Assigned Manager'.
- Manager Email**: Input field with placeholder 'Manager Email'.
- Start Date \***: A date picker showing '12/31/2001'.
- Phone Number**: Input field with placeholder 'Enter 11 Digit Number'.
- Personal Email address**: Input field with placeholder 'Enter Personal Email'.
- Equipment and software needed for position:** A text area with placeholder 'Equipment and software you need'.
- Have you been to orientation yet**: A toggle switch set to 'No'.

A blue 'Submit Request' button is located at the bottom right of the form.

## 2. Interactive Features:

- A 'plus' button allows users to add a new department manually.
- Upon form submission, the data is automatically saved to Dataverse.



The screenshot shows a web form titled "New Employee Onboarding" with a blue header bar. Below the header, a welcome message reads: "Welcome aboard! Please fill in this form and we'll get back to you as soon as possible." To the right of the message is a placeholder for an uploaded picture. The form contains several input fields and sections:

- First Name \***: Input field with placeholder "Enter First Name".
- Last Name \***: Input field with placeholder "Enter Last Name".
- Job Title**: Input field with placeholder "Job Title".
- Department \***: A dropdown menu with a plus sign icon highlighted by a red box, indicating the ability to add a new department.
- Assigned Manager**: Input field with placeholder "Assigned Manager".
- Manager Email**: Input field with placeholder "Manager Email".
- Start Date \***: Input field with placeholder "12/31/2001" and a calendar icon.
- Phone Number**: Input field with placeholder "Enter 11 Digit Number".
- Personal Email address**: Input field with placeholder "Enter Personal Email".
- Equipment and software needed for position:** A text area with placeholder "Equipment and software you need".
- Have you been to orientation yet**: A toggle switch currently set to "No".
- Submit Request**: A blue button with a floppy disk icon.

## 3. Add Department:

Fields included in the add department page:

- Department Name
- Assigned Manager
- Manager Email (Automatically populated based on the manager's name, retrieved from the Active Directory)
- Departments list
- Actions (Edit or Delete)



- Date Picker restricts selection of previous dates.

Power Apps | New Table Employee Form (Editing)

Environment Sandbox

You cannot select a past date.

### New Employee Onboarding

Welcome aboard! Please fill in this form and we'll get back to you as soon as possible.

Friday  
September 6, 2024

September 2024

Sun Mon Tue Wed Thu Fri Sat

1 2 3 4 5 6 7

8 9 10 11 12 13 14

15 16 17 18 19 20 21

22 23 24 25 26 27 28

29 30

Ok Cancel

Last Name \*  
Enter Last Name

Job Title  
Job Title

Assigned Manager  
Assigned Manager

Manager Email  
Manager Email

Phone Number  
Enter 11 Digit Number

Personal Email address  
Enter Personal Email

Have you been to orientation yet  
No

Submit Request

- Phone Number contains only 11 digits and doesn't any contain alphabets
- A success pop-up appears when the submit button is clicked.

Thank you for submitting the onboarding form. Your information has been saved successfully.

### New Employee Onboarding

Welcome aboard! Please fill in this form and we'll get back to you as soon as possible.

First Name \*  
Enter First Name

Last Name \*  
Enter Last Name

Job Title  
Job Title

Department \*  
+ Assigned Manager

Manager Email  
Manager Email

Start Date \*  
12/31/2001

Phone Number  
Enter 11 Digit Number

Personal Email address  
Enter Personal Email

Equipment and software needed for position:  
Equipment and software you need

Have you been to orientation yet  
No

Submit Request

- An error pop-up will appear if a required field is not filled in properly.

Please fill out all required fields correctly.

Welcome aboard! Please fill in this form and we'll get back to you as soon as possible.

First Name \* Ali Last Name \* Ahamd Job Title Jr Project Manager Change Picture

Department \* PMO Assigned Manager Usama Zafar Manager Email Usama.Zafar@Smart-IS.com

Start Date \* 9/7/2024 Phone Number 03215547451 Personal Email address aliahamd370@gmail.com

Equipment and software needed for position: Equipment and software you need Have you been to orientation yet Yes

Submit Request

## 5. Form Functionality

- *Dropdown Logic:* Selecting a department automatically fills in the manager's name and email address.

New Employee Onboarding

Welcome aboard! Please fill in this form and we'll get back to you as soon as possible.

First Name \* Enter First Name Last Name \* Enter Last Name Job Title Job Title Upload Picture

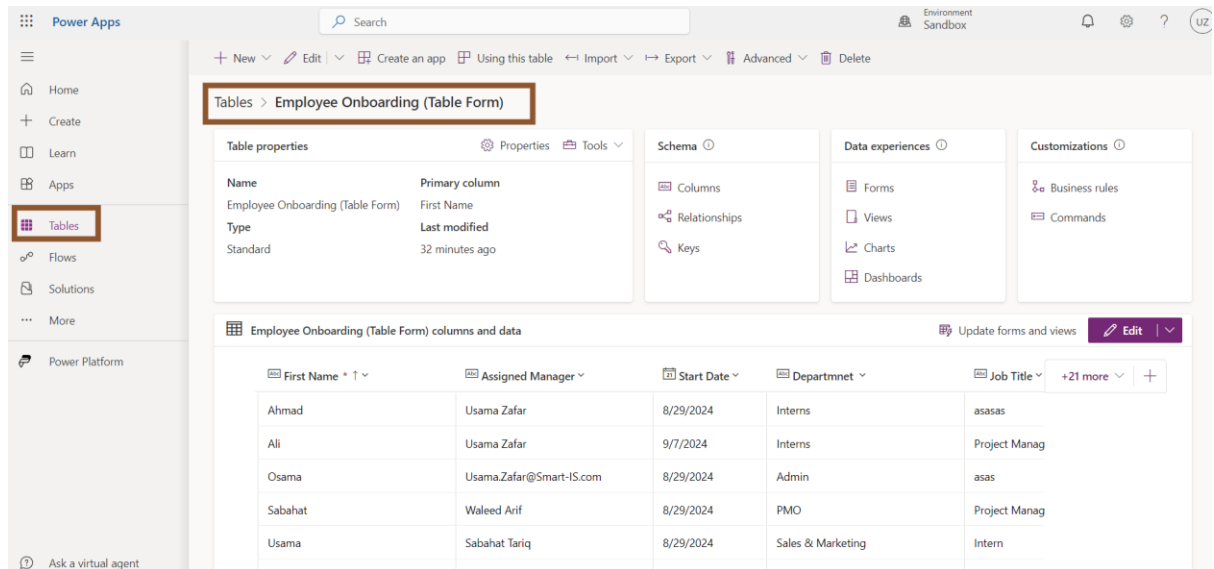
Department \* Interns Assigned Manager Waleed Arif Manager Email Waleed.Arif@Smart-IS.com

Start Date \* 12/31/2001 Phone Number Enter 11 Digit Number Personal Email address Enter Personal Email

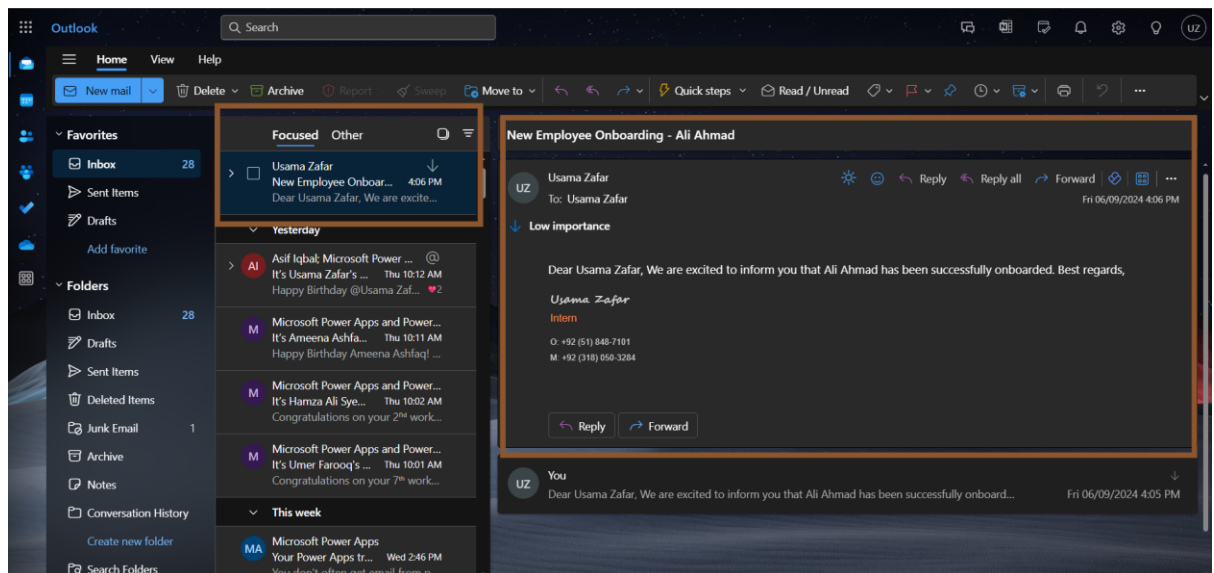
Equipment and software needed for position: Equipment and software you need Have you been to orientation yet No

Submit Request

- **Form Submission:** After submission, the data is saved in Dataverse. An automated email notification is then sent.

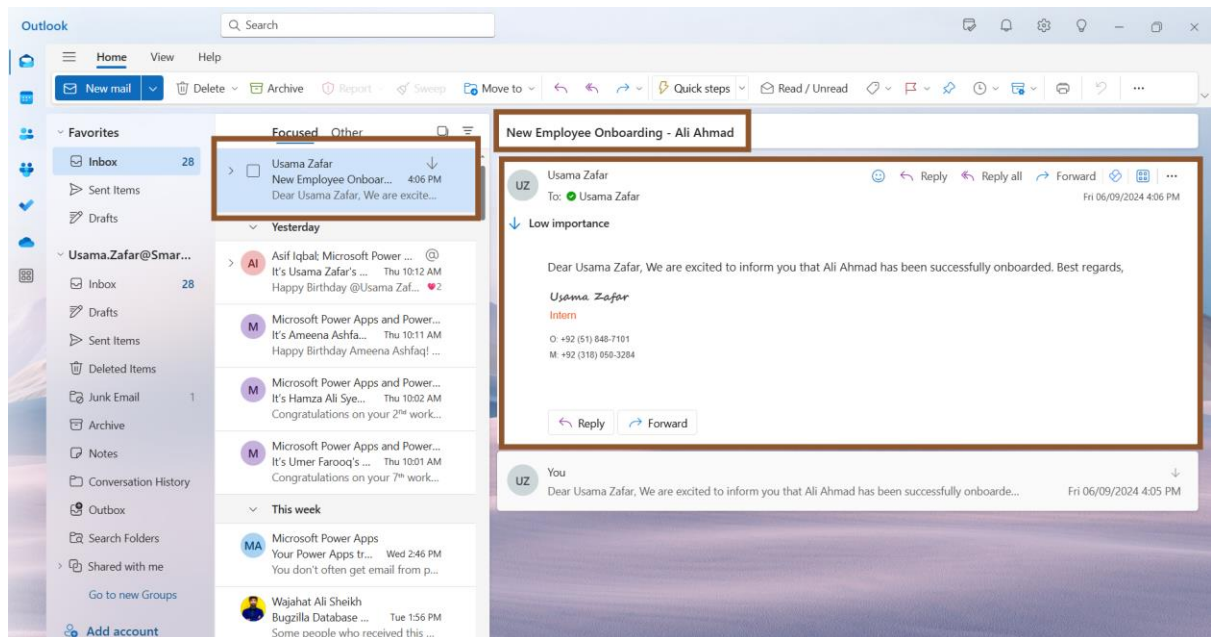


- **Email Notification:** After form submission, an email is automatically sent to the manager using their address retrieved from Active Directory in Office 365.



## 6. Automation

- **Power Automate Integration:** Outlines the automated flow in Power Automate that sends an email notification whenever the form is submitted.



### **Benefits:**

- **Efficiency:** This form reduces the time required to gather employee information, automates repetitive tasks, and minimizes errors.
- **Scalability:** The form can be easily customized to meet the changing needs of the organization.
- **Seamless Integration:** It integrates smoothly with the company's existing databases and systems, ensuring all information is up to date.

This employee onboarding form will significantly improve the onboarding process, allowing HR and managers to handle new hires more efficiently.